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9 July 1964

MEMORANDUM FOR: Director of Training

SUBJECT : Audio-Visual Briefing and Exhibit

Upon the request of OSI and approved by DTR, Audio-Visual Briefings and Exhibits were conducted on 30 June and 1-2 July for selected OSI members, most of whom actually present briefings. Total attendance at the three morning sessions was 37 from OSI and 2 [REDACTED] briefing officers, as guests. The morning briefings/exhibits were designed to increase facility in using audio-visual aids to achieve better briefing sessions; enlarge knowledge of available aids techniques, media, materials, equipment, and devices; increase the reservoir of audio-visual information by providing manufacturers' brochures and a general handout, "Using Audio-Visual Aids." Specifically, each morning session (0900 to 1200 hours) was introduced by the undersigned and highlighted the following:

- a. Discussion of criteria for selecting and developing aids and techniques for using them most effectively.
- b. Demonstration of representative conventional aids and some relatively new training aids media and materials, including processes for developing transparencies.
- c. Explanation and demonstration of training aids equipment and devices, including closed circuit TV, several types of projectors, PA systems, teleprompters, large rear-screen projection, and the like.

The entire exhibit of Audio-Visual aids was also open on 30 June and 1-2 July from 1300 to 1630 hours. Special (OTR) Bulletin No. 13-64, addressed to Agency Training Officers and OTR School Chiefs and Instructors, invited all interested persons to attend any afternoon exhibit. At each exhibition, members of OTR Instructional

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Services Branch demonstrated the equipment and aids media and answered individual inquiries. The afternoon displays enabled interested persons to inspect closely the aids media, materials, equipment (machines, etc.) and observe demonstrations of the media, equipment, etc., in which they were personally interested. Also, many related questions were answered. (For future planning purposes, a detailed listing of all exhibited media, materials, equipment and devices has been made and pictures taken of the exhibit room set-up).

Several planning meetings preceded the actual briefings and exhibits. The initial planning sessions were conducted by [REDACTED] but the final sessions were conducted by the undersigned.

The entire program has evoked very favorable reactions from several sources. In fact, many unsolicited comments, on both the morning and afternoon sessions, indicate that this year's exhibition surpassed predecessor presentations of this kind. Much credit belongs to [REDACTED] who were the major contributors and participants. Also, members of the Visual Aids Section and Audio Aids Section, Instructional Services Branch, rendered invaluable assistance and willingly devoted extra time to this valuable enterprise. Their significant contribution is hereby acknowledged.

In the hope of making next year's exhibit even better, [REDACTED] have critiqued the entire program. In view of the great amount of time and effort expended on this exhibit, they have decided the matter deserves more thought and study. Consequently, this group plans to meet again on 15 July and draw up specific recommendations. These recommendations will be presented to DTR in a future report.

[REDACTED]
Educational Specialist

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM:

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4006

21 July 1964

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Training
819 Broyhill Building

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Matt,

The response to the Audio Visual Briefing and Exhibit in OSI has been excellent. OSI is taking a survey of all of its Divisions; a report will be sent on to you.

As you can guess, a great deal of technical briefing is carried on by this Directorate. OSI probably carries the heaviest burden of such briefing. This same program was provided 2 or 3 years ago for OSI, and that Office requested this particular running. Henceforth, if this is held once a year, probably 6 or so persons would attend it, but I don't really think as many as 37 will need this on an annual basis.

I have found, since I have been here, that visual aids (charts, graphs, etc.) are essential to technical communication. If nothing else is available, our people seem to communicate via blackboard and a piece of chalk.

However, I would hazard a guess that this kind of program would be more effective for graphics planners and others who assist technical briefers and provide the latter with up-to-date ideas, which they might use in their programs.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 Audio-Visual Briefing and Exhibit

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1. Acting Chief/PPS		14 July [initials]
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3. DDTR 819		16 July [initials]
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5. DTR 819		16 July [initials]
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

 546 [redacted] 25X1A9a
 Effort we put into this worthwhile?
 Matt